



LOS ANGELES UNIFIED SCHOOL DISTRICT
LOCAL DISTRICT CENTRAL
"Supporting 21st Century learners through leadership and service"

OPERATIONS UNIT

SCHOOL ADMINISTRATIVE ASSISTANTS' & OFFICE MANAGERS'
 OPERATIONS MEETING

LANTERMAN HS

THURSDAY, OCTOBER 25, 2018

11:00AM-3:30 PM

AGENDA

Networking and Lunch					
Welcome			Mr. Eugene Hernandez <i>Administrator of Operations</i>		
Student Attendance <ul style="list-style-type: none">District GoalAttendance Reports Budget Operations Updates			Leilani Morales <i>Pupil Services & Attendance Coordinator</i>		
			Jannette Low <i>Fiscal Services Manager</i>		
			Maria Butler <i>Lead Operations Coordinator</i>		
BREAK					
Break Out Session 1			Break Out Session 2		
Online Imprest Process	Wilma Ylagan <i>Accounts Payable</i>		Online Imprest Process	Wilma Ylagan <i>Accounts Payable</i>	
Room 5			Room 5		
Student Body Finances	Rosi Haftevani <i>Coordinating Financial Mgr.</i>		Student Body Finances	Rosi Haftevani <i>Coordinating Financial Mgr</i>	
Room 6			Room 6		
Emergency Legal Procedures	Maria Butler		Emergency Legal Procedures	Maria Butler	
Auditorium			Auditorium		
Evaluations					

A BIG Thank you to First Financial Credit Union for sponsoring our meeting today!

Communicating, Collaborating, and Creating to Inspire Lifelong Learning.